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30 DEC 1968

MEMORANDUM FOR: Director of Training

SUBJECT : Meeting on the OTR Library

1. An ad hoc meeting of clarification as to the scope of the OTR Library to be established in the Glebe Building was held on Tuesday morning, 17 December, in Room 807. Attending were [REDACTED] CIA Librarian, [REDACTED] PPS/P&M.

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2. The meeting was called to resolve an insistence by the Intelligence School that the OTR Library be more than what was approved by the DTR, DD/I and DD/S in September 1968. Briefly, IS wanted the library to provide the additional service of maintaining certain collections of training materials -- mainly finished intelligence such as the OCI Weeklies and the NIEs -- in amounts necessary to supply students in IS courses. It would be the librarian's role to distribute, collect, update, store, and as necessary, ready the material for the classes. Short of including this among the library's functions, the IS saw no need for a professional employee as librarian. (SIC was represented at the meeting since it was understood that the SIC staff held similar views about extending the library's role; it turned out not to be the case.)

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3. [REDACTED] saw no way in which the IS proposal could be adopted at this time. Assuming that all Schools would eventually want the service, at least to some degree, he cited the need for a larger-than-planned staff to provide it. With personnel limits being what they are -- and no one at the meeting volunteering to give up any employees -- the proposal was dismissed most agreeably. After John reiterated his views as to the librarian's role, there was no further question as to the need for a professional to run the library.

4. Result: full accord that the library be set up as originally proposed and that setting it up begin immediately.

5. For quick reference, these points were covered:

a. The library will be set up on the sixth floor (in the area vacated by the Support School). [REDACTED] has the blueprints and will design the area.

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b. Classified material will be stored in safes in the library area thus eliminating the need for construction of a vault.

c. The library will have a general reading -- and browsing -- area; a few carrels will be positioned along the windowed-side of the room; and there will be a partitioned area where customers can work with classified material.

d. The librarian will have three major functions: selecting books, periodicals and other reference material; cataloguing the collection, and handling reference questions.

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e. The librarian-designee [REDACTED] will begin on-the-job-training, under [REDACTED] guidance, on 6 January, or as soon thereafter as possible. (John's approach is sooner-the-better.)

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f. The Glebe library will be the point of liaison with Central Reference Service for the libraries at the Language School and [REDACTED]

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